

**STATEMENT OF WORK**

**FOR**

**EQUIPMENT MAINTENANCE AND**

**FACILITY OPERATIONS SUPPORT FOR AFRL**

**13 February 2004**

FA8601-04-R-0036

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## **Statement of Work**

### **1.0 Description of Services**

The contractor shall provide technical support which shall consist of procurement, fabrication, installation, setup, operation, maintenance, inspection, overhaul, repair, modification, certification and transport of experimental/test equipment, laboratory instrumentation, control systems, data acquisition equipment, and computer related equipment, fixtures, material, and special devices. The technical support shall also include the design, documentation, implementation, testing, certification, and maintenance of related facility and equipment modifications. The contractor shall provide engineering support which shall consist of mechanical, electrical, electronic, civil, computer science, and other disciplines necessary to resolve latent problems in existing facilities, equipment and systems, and to design, develop, implement, and troubleshoot new projects in support of AFRL systems. The contractor shall provide data acquisition and control support to AFRL laboratories located at Wright Patterson AFB OH. The contractor shall design, develop, fabricate, install, operate, maintain, repair, and modify data acquisition systems, networks, recorders, monitors, equipment, components, software, control systems, and special devices. This shall include, but is not limited to: data acquisition and controls for facilities, laboratories, equipment, and fixtures; test articles; process and facility control systems; monitoring and surveillance systems; security sensor systems; and setting up service agreements for specialized equipment/systems. The contractor shall provide logistics support which shall consist of acquiring materials and services through the Standard Base Supply System (SBSS) and 88 ABW Operational Contracting. Supply services shall include item research functions, requisitioning, direct procurement purchase request transactions, database administration/analysis, material receipt and inspection, storage, issue and delivery, material handling, and turn-in disposition. The contractor shall have the responsibility for purchasing materiel and services required to support the AFRL research mission. This shall include systems, equipment, components, parts, supplies, and materials, as well as specialized engineering, technical, and scientific services.

### **1.1 Place of Performance**

The work will be preformed at Wright-Patterson Air Force Base in any of the AFRL buildings listed in Appendix A.

### **1.2 Scope of Work**

The contractor shall provide all required personnel, equipment, tools, materials, supervision, and other items and services necessary to perform equipment maintenance and facility operations functions for, and to support scientific research activities conducted by, the Air Force Research Laboratory at Wright-Patterson Air Force Base, Ohio. The contractor shall perform technical, logistical, engineering, information technology, purchasing, security, and other functions. The contractor shall perform to the standards in this contract.

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## **1.3 General Laboratory Support**

1.3.1 Administration and Financial Management. The contractor shall exercise administrative and financial management functions such as planning, forecasting, making recommendations on funding and funding changes, documenting the progress towards program objectives, describing results in detail, and documenting any technological breakthroughs. (CDRL A001, A002, A003)

1.3.2 Work Issuing. The requirements for equipment maintenance and facility operations services will be provided to the contractor via work orders. A work order is a document authorizing the contractor to expend effort on a task. Work orders presented to the contractor shall be completed within the time frames established therein. Work orders may be for specific required efforts or they may be general in nature requiring services on a continuous basis.

1.3.3 Operational Planning. The contractor shall plan and implement effective and efficient work management and tracking systems. The systems include receiving, planning, and control of specific work assignments, a material acquisition and control system, a man hours tracking and reporting system, plus a financial control and reporting system. These systems shall be placed in operation at the beginning of the contract period. (CDRL A001, A004)

1.3.4 Documentation. All services performed by the contractor shall be documented on the applicable work order to include all materials expended regardless of source. Upon completion of essential maintenance, the item shall be assembled and functionally tested to ensure the item meets the government or manufacturer's specifications for performance.

### **1.3.5 Facilities**

1.3.5.1 Facility Management. The contractor shall plan for support to operate, monitor, maintain, modify, and repair the laboratory facilities to include, but not be limited to, compressed gas systems, vacuum systems, deionized water systems, liquid nitrogen systems, and environmental control systems.

1.3.5.2 Facility Support. Facility support shall include, but not be limited to, installation of temporary partitions in office or laboratory areas, repair/replacement of electrical circuits and lighting, fabrication of test fixtures, mounting of laboratory equipment in required settings, patching and painting of interior walls.

## **1.4 Technical Support**

1.4.1 Technical Documentation. The contractor shall maintain current technical documentation for all equipment within the AFRL inventory. Technical documentation shall include, but not be limited to, technical orders, technical manuals, installation manuals, operator manuals, maintenance manuals, manufacturer or vendor literature, equipment descriptions, specifications,

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checklists, brochures, and guidelines. The contractor shall organize the technical documentation so as to facilitate management of the document inventory and retrieval of documents when needed. The contractor shall utilize electronic forms of media for document storage when appropriate. The contractor shall contact the manufacturer, vendor, representative, service center, depot, or other entity to obtain technical documentation when none is available.

**1.4.2 Scheduled/Unscheduled Maintenance and Repairs.** The contractor shall troubleshoot equipment that is inoperative or malfunctioning. Government users may initiate troubleshooting requests or the contractor may self-initiate troubleshooting actions when malfunctions are discovered. Upon QAP approval, the contractor shall provide corrective maintenance for equipment determined to be inoperative or malfunctioning. The contractor shall submit an estimate of the cost of repairing an item prior to initiation of the work effort (scheduled or unscheduled tasks). The cost estimate will be provided by the contractor and approved by the QAP. If the estimated cost to repair an item exceeds 60% of the cost of the item, then repair by replacement of the item may be accomplished when approved by the QAP.

**1.4.3 Emergency Maintenance, Checkout, and Repairs.** When notified by the CO or the QAP, the contractor shall perform emergency repair of AFRL equipment. Emergency situations include, but are not limited to, maintenance, checkout, and/or repair of: safety or environmental monitoring systems; compressed gas and fuel farm instrumentation and control systems; facility, laboratory, and test setup condition measurement systems; security and surveillance systems; unattended test instrumentation and data acquisition systems; and conference room audio-visual equipment and systems. The initial tasking may be verbal but will be followed by a written work order. Requirements beyond the capability of the contractor may be augmented by the government, at its option, when the government deems such action to be necessary.

**1.4.4 Instrumentation Support.** The contractor shall provide instrumentation support to include design, develop, fabricate, install, operate, maintain, repair, and modify instrumentation, sensors, equipment, components, and special devices. This shall include, but is not limited to: instrumentation for facilities, laboratories, and test fixtures; test article instrumentation; process and facility control systems; monitoring and surveillance systems; security sensor systems; and setting up service agreements for specialized equipment/systems. The contractor shall provide documentation, manuals, drawings, charts, graphs, and schematics describing the design, fabrication, installation, operation, and/or modification of instrumentation, control systems, equipment and special devices.

## **1.5 Data Acquisition and Control Supports**

The contractor shall provide data acquisition and control support to include design, develop, fabricate, install, operate, maintain, repair, and modify data acquisition systems, networks, recorders, monitors, equipment, components, software, control systems, and special devices. This shall include, but is not limited to: data acquisition and controls for facilities, laboratories, equipment, and fixtures; test articles; process and facility control systems; monitoring and surveillance systems; security sensor systems; and setting up service agreements for specialized

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equipment/systems. The contractor shall sample data streams to ensure data specifications are met. The contractor shall provide real-time and post-event analysis of data. The contractor shall provide documentation, manuals, drawings, charts, graphs, and schematics describing the design, fabrication, installation, operation, and/or modification of data acquisition and control systems, equipment and special devices.

## **1.6 Engineering Support**

The contractor shall provide engineering support to include research, design, develop, and evaluate systems, equipment, components, fixtures, software, and special devices. The contractor shall perform engineering support services in accordance with applicable regulations, directives, guidelines, instructions, best practices, industry standards, and engineering norms. The contractor shall perform engineering investigations, requirements analyses, design calculations, and general planning for capability development, enhancement, and modification of various systems. The contractor shall design, develop and evaluate prototypes, analyze performance, and recommend improvements. The contractor shall design and develop hardware and software; supervise procurement of equipment/supplies based on analysis requirements; specify instrumentation, data collection, and processing requirements; devise real-time and recorded data acquisition methods; provide methods for real-time monitoring of critical test parameters; develop mathematical equations required for control feedback signal processing; provide technical supervision to assigned technicians; and define and execute requirements for data reduction, interpretation, and reporting. The contractor shall supervise fabrication, modification, repair, test, setup, and inspection of modified systems, specialized test equipment and apparatus. The contractor shall perform inspections to ensure work is performed in accordance with specifications and requirements. The contractor shall generate engineering documentation for all system or subsystem development, modifications, and operation. The contractor shall confer with Government scientists, engineers, and managers to determine capabilities and limitations of existing systems, and develop and implement a comprehensive future capabilities requirements plan.

## **1.7 Logistic Support**

1.7.1 Sub-equipment Custodian. The contractor shall provide sub-equipment custodian services to include but not limited to inventories, additions, deletions, and turn-ins.

1.7.2 Purchasing. The contractor shall be responsible for purchasing materiel and services in support of operational, maintenance, modification, upgrading, and repair requirements, without adverse impact to schedules. The contractor shall obtain approval from the QAP prior to purchasing any material, supplies, or equipment. The contractor shall document efforts made to secure material through Air Force supply channels. All requests for authorization to purchase materials over the \$2,500.00 threshold from other than Air Force supply sources shall be accompanied with (3) price quotes or a sole source justification. The contractor shall obtain approval from the CO prior to purchasing any material, supplies, equipment or subcontracting of value greater than \$100,000. The contractor shall establish and maintain a system for initiating, executing, tracking purchase orders and credit card purchases to ensure the timely and cost effective identification, acquisition, and delivery of material and services. The contractor shall

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make the purchasing system available to the QAP on request. Reimbursement for purchased items will only be made after the contractor has proven the payment has been made for such items. Upon reimbursement, the purchased items become property of the Government. The contractor shall ensure delivery of all materials, equipment, and services to the appropriate work sites within timeframe specified on work order.

**1.7.3 Replacement Parts and Spares.** The contractor shall purchase serviceable replacement parts, spares, materials, supplies, and system components as may be required to fabricate, operate, calibrate, maintain, inspect, overhaul, repair, and/or modify equipment items. All parts shall be new unless otherwise approved by the government at time of order. The contractor will be provided with sufficient on-site storage to store all required replacement parts and spares.

**1.7.4 Specialized Services and Materiel.** Specialized services and materiel include specialized inspection and calibration services, specialized maintenance agreements, equipment leases, the purchase of manufacturer's literature and drawings, consulting services, specialized computer hardware integration and software development services, shop services, and repair services which shall be performed by the manufacturer of the equipment. The contractor shall make recommendations for the purchase of specialized services, which cannot be performed by the contractor, which are required for completeness and continuity of the assigned work. The contractor shall provide environmental services in the areas of hazardous material, hazardous waste, pollution prevention, and recycling.

## **1.8 Security Support**

The contractor shall comply with established security policies and procedures. The contractor shall provide facility security services including issuance and control of keys, keycards, and lock combinations; installation, operation, maintenance, repair, and upgrade of electronic security and surveillance system; access control and security monitoring for AFRL facilities; and interface activities with base security organizations.

## **1.9 Deliverables and Acceptance**

Contractor shall prepare and deliver reports as required by Appendix B (CDRL 0001, CDRL 0002, CDRL 0003, CDRL 0004 and CDRL 0005). The contractor shall propose the format(s) of, unless otherwise directed, and provide all documentation required to complete the activities defined for this SOW. The delivery is to be in electronic format compatible with what is currently used by the customer.

## SECTION II

### SERVICE DELIVERY SUMMARY

The contractor service requirements are summarized into performance objectives that relate to mission essential items. The performance threshold briefly describes the minimum acceptable levels of service required for each requirement. These thresholds are critical to mission success.

Performance Objective	SOW para.	Performance Threshold
SDS-1 Complete Work Orders with-in the time frame established.	1.3.2	95% of all work orders will be completed in the time frame established per Inspection Period.
SDS-2 Insure all services performed are properly documented on the applicable Work Order.	1.3.4	98 % of all work orders will be complete per Inspection Period to ensure that work has been documented.
SDS-3 Insure all Facility support complies with local code, ANSI Specs, and USAF Regulations.	1.3.5.2	100% of all facilities work will comply with code/regulations. Any exceptions will be documented.
SDS-4 Maintain current technical documentation for all equipment within the AFRL inventory.	1.4.1	100% of all government supplied documentation shall be available in 2 hours when required
SDS-5 Serve as sub-equipment custodian for AFRL.	1.7.1	99% of all equipment when be reconciled in the annual inventory
SDS-6 Insure invoices are received on time and correct	1.9	100% of all funds and man hour expenditure are turned in on time
SDS-7 Safety	4.7	100% compliance with all safety requirements.
SDS-8 Quality Control Plan	4.4.2	Quality Control Plan is approved by Contracting Officer.

## **SECTION III**

### **GOVERNMENT-FURNISHED PROPERTY AND SERVICES**

#### **3.0 Government Furnished Property**

3.0.1 Facilities. The government shall furnish space at AFRL facilities located at WPAFB OH. Government facilities have been inspected for compliance with the Occupational Safety and Health Act (OSHA). Compliance with the OSHA and other applicable laws and regulations for the protection of employees is exclusively the obligation of the contractor. Prior to any modification of the facilities performed by the contractor at his or her expense, the contractor must furnish the contracting officer documentation describing, in detail, the modification requested. No alterations to the facilities shall be made without specific written permission from the government. These facilities shall only be used for performance of this contract.

3.0.1.1 The contractor shall be responsible for safeguarding all government property provided for contractor use. At the close of each work period, government facilities, property, and materials shall be secured. Government furnished facilities and material contained therein.

3.0.2 Key Control. The contractor shall establish and implement methods of ensuring that all keys/key cards issued to the contractor by the government are not lost or misplaced and are not used by unauthorized persons. NOTE: All references to keys include key cards. No keys issued to the contractor by the government shall be duplicated. The contractor shall develop procedures covering key control that shall be included in the Quality Control Plan. Such procedures shall include turn-in of any issued keys by personnel who no longer require access to locked areas.

3.0.2.1 Loss or Duplication. The contractor shall report occurrences of lost or duplicate keys to the CO and QAP immediately (not later than the next duty day). In the event keys, other than master keys, are lost or duplicated the contractor shall, upon direction of the contracting officer, rekey or replace the affected lock or locks. However, the government, at its option, may replace the affected lock or locks or perform rekeying. When the replacement of locks or rekeying is performed by the government, the total cost of rekeying or the replacement of the lock or locks shall be deducted from the monthly payment due the contractor. In the event a master key is lost or duplicated, all locks and keys for that system shall be replaced by the government and the total cost deducted from the monthly payment due the contractor.

3.0.2.2 Unauthorized Use. The contractor shall prohibit the use of government issued keys by any persons other than the contractor's employees. The contractor shall prohibit the opening of locked areas by contractor employees to permit entrance of persons other than contractor's employees engaged in the performance of assigned work in those areas, or personnel authorized entrance by the CO.



3.0.3 Lock Combinations. The contractor shall establish and implement methods of ensuring that all lock combinations are not revealed to unauthorized persons. The contractor shall ensure that lock combinations are changed when personnel having access to the combinations no longer have a need to know such combinations. These procedures shall be included in the contractor's Quality Control Plan.

3.0.4 Equipment / Automated Data Processing Equipment (ADPE) Inventory. An inventory of government-furnished equipment / ADPE shall be accomplished, not later than 5 calendar days, prior to start of the first operational performance period, within 10 calendar days of the start of any option periods, and not later than 10 calendar days before completion of the contract period (including any option periods). The contractor and a government representative shall conduct a joint inventory of all government furnished equipment. The contractor shall sign a receipt for all equipment provided by the government.

3.0.5 Property / Facilities Accountability. The contractor shall be liable for loss or damage to government furnished property and facilities beyond normal wear and tear. When government furnished property is determined to be beyond economical repair, it shall be reported to the QAP

3.0.6 Government-Furnished Records, Files, Documents, and Work Papers. All records, files, documents, and work papers provided by the government or generated in support of this contract are government property. Upon completion or termination of this contract, the contractor shall turn all records over to the government.

### **3.1 Government Furnished Services**

3.1.1 The government will provide office space located at Wright-Patterson AFB, OH. Services will include standard telephone service, computer support, facsimile, electronic mail, utilities, trash, base security, fire prevention and protection, pest control, grounds maintenance and custodial services. These items may only be used to conduct the work directly associated with the performance tasks related to this SOW.

3.1.2 Emergency Medical Service. The government will provide emergency medical treatment and emergency patient transportation service for contractor personnel, who are injured or become critically ill, during the performance of this contract. The contractor shall reimburse the government for the cost of medical treatment and patient transportation service at current inpatient or outpatient treatment rates.

## **SECTION IV**

### **GENERAL INFORMATION**

#### **4.1 Security Requirements**

4.1.1 Base Access. The Contractor Manager or alternate shall complete a Request for Identification Credential (AFMC Form 496) for each employee of the contractor requiring access to Wright-Patterson Air Force Base. The request shall be submitted to Pass and Registration (Building 10286). The Government shall provide a completed Identification Credential (AFMC Form 3876), which shall be issued, displayed and surrendered as directed in AFI 31-209, The Air Force Resource Protection Program. Contractor badges will be issued to employees and must be surrendered upon termination of employee or completion of contract performance. Final contract payment will be withheld until all badges have been returned.

4.1.2 Vehicle Registration. The contractor shall register all non-government-furnished vehicles through Pass and Registration.

4.1.3 National Agency Check (NAC). All contractor employees shall have a NAC. The Contractor must obtain favorable National Agency Check (NAC) investigations for its employees. The Wright-Patterson Air Force Base Security Forces shall be the point of contact for the NAC. The NAC shall be obtained through the Defense Investigative Center, P.O. Box 1083, Baltimore, MD 21203-1083, and shall provide inquiries on employee's background worldwide. (Note: Completion of a NAC requires approximately four to nine months. A follow-up on the NAC shall be performed every 60 days until completed. Proof of follow-up shall be forwarded to the Contracting Officer.)

#### **4.2 Hours of Operation**

4.2.1 Normal Hours. The hours of operation are Monday through Friday, between the hours of 0600 to 1800, except federal holidays. The contractor may work, with prior approval of the Contracting Officer, extended hours to ensure timely completion of work at no additional cost to the Government. However, the contractor shall perform work required under this contract during/within the duty hours established by each organization.

4.2.2 Recognized Holidays. The contractor shall observe the following federal holidays observed by this installation:

New Year's Day	Labor Day
Martin Luther King Day	Columbus Day
Presidents Day	Veterans Day
Memorial Day	Thanksgiving
Independence Day	Christmas

If the holiday falls on a Saturday, it is observed on Friday. If the holiday falls on Sunday, it is observed on Monday. The contractor is not required to provide service on the observed holidays, except for work categorized by the CO as emergency or mission essential.

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4.2.3 Emergency Services or Overtime. Occasionally, contractor services may be required to support an activation or exercise of contingency plans outside the normal duty hours. Overtime must be approved and authorized by the designated QAP prior to it being worked.

#### 4.2.4 Base Closure

4.2.4.1 Unforeseen Base Closures. When an unforeseen base closure or delay occurs on a regularly scheduled day of work, unless otherwise specified, the Government will have no obligation for payment to the contractor during the period of the closure/delay.

4.2.4.2 Performance of Services During Crisis Declared by the National Command Authority or Overseas Combatant Commander. All services to be performed under the contract have been determined to be non-essential for performance during crisis. According to Department of Defense Instruction (DoDI) 3020.37, Continuation of Essential DoD Contractor Services During a Crisis, and Air Force implementation thereof, it is determined that the contractor shall not be required to perform during crisis situations. Service will not be required to support an activation or exercise of contingency plans outside the normal duty hours. The base could be closed because of security problems, adverse weather, a base disaster or a local disaster, security problems, or other events that would necessitate the closing/delaying of base activities. Should one of these situations occur, the contractor should listen to or watch one of the local television or radio stations for notification of a possible base closure/delay. After the official decision to close or delay work reporting times is made by the WPAFB Base Commander, the local radio and television stations will be notified of the closure/delay. The contractor shall not receive any other form of notification of a base closure from the government, unless contacted by the Contracting Officer or the QAP. The contractor is responsible for notifying his/her employees.

### 4.3 CONTRACTOR PERSONNEL.

4.3.1 Contract Manager. The Contract Manager shall be responsible for the performance of the work. The name of this person and an alternate(s) shall be designated in writing to the contracting officer within 5 days after contract award. The contract manager and alternate(s) shall have full authority to act for the contractor, on all contract matters relating to the daily operations of this contract on the installation.

4.3.2 Availability. The contract manager and alternate shall be available during normal duty hours, within 1 hour to meet on the installation with government personnel. After normal duty hours, the manager or designated alternate shall be available within 4 hours.

4.3.3 Contractor Employees. The contractor shall not employ persons for work on this contract if such employee is identified to the contractor by the contracting officer as a potential threat to the health, safety, security, general well-being or operational mission of the installation and its population.

4.3.4 Restriction. The contractor shall not employ any person who is an employee of the United States Government if the employment of that person would create a conflict of interest.

4.3.5 Program Staff. The program staff shall consist of management and technical personnel. The management personnel shall have the responsibility of the program. The technical personnel shall have sufficient quantity to accomplish the work assigned in accordance with the required schedules. The contractor is responsible for work adjustments for variations in contract requirements.

4.3.5.1. Program Manager (PM). Program manager shall be responsible for the on-base administration of the contract and planning. PM duties and responsibilities shall include overall program schedule, cost, and performance. The PM shall be the primary interface with the QAPs.

4.3.5.2 Supply System Analyst. The Supply System Analyst shall provide administration of various research and development contracts associated with the Human Effectiveness Directorate, AFRL/HE, research efforts. The Supply System Analyst shall perform duties such as: tracking of delivery orders and invoices; management of funds (commitments, obligations, expenditures); development of databases (Microsoft Access) and spreadsheets (Microsoft Excel) to track various financial information; and overall budget development and analysis. The Supply System Analyst shall provide support for all purchasing requests. The Supply System Analyst shall prepare approval documents, CSRD's, sole source or specific make/model justifications, life-cycle tracking of purchases, and preparation of reconciliation reports for various funding accounts. The Supply System Analyst will assist the assigned government custodian with annual ADPE and base supply inventories, daily control of assets including preparation of AF Form 1297 and DD Form 1149 documents for temporary issues and assistance with overall equipment management (e.g., warranty information, maintenance/repair, excess equipment turn-in, additions of new equipment items). The Supply System Analyst shall provide expert consultation on all AFRL/HE information technology (IT) issues. The Supply System Analyst shall research proposed hardware/software purchases, annual IT upgrades, system configuration documentation, and long-term planning and policy development regarding the AFRL/HE system.

4.3.5.3 Supply Technician I. The Supply Technician I shall be responsible for performing technical supply management (e.g., inventory management, storage management, cataloging, property utilization). The Supply Technician I shall apply knowledge of supply systems, programs, policies, nomenclature, methods, manuals, and guidelines to determine and forecast supply requirements; collect applicable data; procure, receive, inspect, warehouse, and distribute material, equipment, and tools; perform inventory management; execute administrative and fiscal management actions; and implement other supply actions in accordance with established guidelines and practices. The Supply Technician I shall perform annual inventories, accurate and timely processing of new equipment items into inventories, and daily control of assets including preparation of AF Form 1297 and DD Form 1149 documents for temporary issues and overall equipment management (e.g., warranty information, maintenance/repair, excess equipment turn-in).

4.3.5.4 Material Handler. The Material Handler shall perform physical tasks to transport or store materials or merchandise. Duties involve one or more of the following: manually loading

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or unloading freight carriers, trucks, or other transporting devices; unpacking, inspecting, labeling, shelving, or placing items in proper storage locations; or transporting goods to user locations.

4.3.5.5 Engineering Technician V. The Engineering Technician V shall perform non-routine and complex assignments involving responsibility for planning and conducting a complete project of relatively limited scope or a portion of a larger and more diverse project. Based on supervisor or engineer outlines objectives, requirements, and design approaches, the Engineering Technician V shall select and adapt plans, techniques, designs, or layouts. The Engineering Technician V shall contact personnel in related activities to resolve problems and coordinate the work. Completed work is reviewed for technical adequacy and satisfaction of requirements. The Engineering Technician V shall review, analyze, and integrate the technical work of others. The Engineering Technician V performs duties such as: install or repair electrical circuits; design, development, and fabrication of major units, devices, or equipment; conduct of tests or experiments; analysis of results and redesign or modification of equipment to improve performance; reporting of results; development of designs for equipment from general guidelines and specifications; analysis of technical data to determine applicability to design problems; selection from possible design layouts; calculation of design data and preparation of layouts, detailed specifications, parts lists, estimates, procedures, etc.; plan or assist in planning tests to evaluate equipment performance; determination of test requirements, equipment modification, and test procedures; conduct of tests using all types of instruments; and analysis and evaluation of test results, and preparation of reports on findings and recommendations. The Engineering Technician V may direct the work of lower level technicians, and shall assist higher level technicians during fabrication and modification of systems; setup, checkout, and test activities; detection of malfunctions in equipment and components; implementation of corrective measures; and scheduled or unscheduled maintenance and repairs on facility hardware and test equipment.

4.3.5.6 Environmental Technician. The technician shall serve as the liaison between the organization, the hazardous Material Pharmacy (HAZMART) and the Office of Environmental Management, 88 ABW/EM. Individuals must be appointed and reaffirmed to the position annually by the unit commander. The technician shall be responsible for specific aspects of hazardous materials (HM) management and hazardous waste (HW) management and disposal, as described below, concerning environmental compliance within the organization. This shall include hazardous material management and hazardous waste collection and disposal. The technician shall attend/participate in HM/HW meetings and committees, assist with inspections conducted by regulatory agencies or inspection teams, perform self-inspections of HM-issuing, HM-labeling, and HW-collection sites, as well as collection site management training for HW Individual Accumulation Point (IAP), within the organization, provide regular updates regarding HM, HW, and environmental compliance status.

4.3.6 Contractor Employee Listing. The contractor shall maintain a current listing of the contractor's employees to include, as a minimum, employee name, date and place of birth, and security clearance level.

4.3.7 Employee Training. All contractor personnel shall be fully qualified and trained to perform the requirements in the contract. The contractor shall be responsible for contractor employee training that is required in the performance of the SOW. Training is not considered a government-furnished service.

4.3.8 Travel. The contractor, when required to travel, at the direction of the government, will be reimbursed by the government for travel and per diem to the extent authorized under Joint Travel Regulation (JTR) or Federal Travel Regulation (FTR) in effect at the time of travel.

#### **4.4 Quality Assurance**

4.4.1 The government will evaluate the contractor's performance under this contract. The Quality Assurance Personnel (QAP) and designated alternates are representatives of the Contracting Officer and shall participate in administration of this contract. The government will record all surveillance observations. When an observation is indicated, the QAP will require the contractor Program Manager to initial the observation, indicating acknowledgement, which does not constitute concurrence.

4.4.2 Quality Control Plan. The contractor shall establish and maintain a Quality Control Plan to ensure the requirements of this contract are provided as specified. The contractor shall submit plan to Contracting Officer, for acceptance, prior to contract start date.

4.4.3 Discrepancies. The QAP or alternate(s) will inform the contract manager when discrepancies occur and request corrective action.

4.4.4 Performance Evaluation Meetings. The contract manager may be required to meet at least weekly with the QAP during the first month of the contract. Meetings will be as often as necessary thereafter as determined by the QAP.

4.4.5 Government Observations. Government personnel, other than Contracting Officer (CO) and QAP, may from time-to-time, with CO coordination, observe or inspect contractor operations. However, these personnel may not interfere with contractor performance.

#### **4.5 Conservation of Utilities**

The contractor shall instruct employees in utilities conservation practices. The contractor shall be responsible for operating under conditions which prevent the waste of utilities. Lights shall be used only in areas where and when work is actually being performed unless lights are required for security observation/surveillance. Mechanical equipment controls for heating, ventilation, and air conditioning systems shall not be adjusted by the contractor or by contractor employees unless authorized. Water faucets or valves shall be turned off after the required usage has been accomplished. Government telephones, lines, and computer network connections shall be used only for official government business.

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## 4.6 Environmental Controls

4.6.1 Compliance with Laws and Regulations. The contractor shall be knowledgeable of and comply with all applicable Interstate, Federal, State, and Local laws, regulations, and requirements regarding environmental protection. In the event environmental laws/regulations change during the term of this contract, the contractor is required to comply as such laws come into effect. If there is an increase or decrease in cost as a result of the change, the contractor shall inform the CO and negotiate a modification to the contract.

4.6.2 Environmental Spills. If the contractor spills or releases any substance contained in 40 CFR 302 (or other applicable environmental statute or regulation) into the environment, the contractor or its agent shall immediately report the incident to the Emergency Response Services at 911. Additionally, the contractor or its agent shall immediately notify the 88<sup>th</sup> ABW Office of Environmental Management (EM) at 257-7455 (25SPILL), as well as the 88<sup>th</sup> ABW/LGQS at 257-6158. The liability for the spill or release of such substances rests solely with the contractor and its agent. If the contractor detects spills or releases of any substance that they did not spill or release, the contractor shall accomplish all reporting requirements. The contractor shall obtain and maintain appropriate materials and kits for hazardous material spill containment and cleanup, which may occur in the hazardous material storage and laboratory areas. The contractor shall use these materials and kits to contain and cleanup hazardous material spills.

4.6.3 Material Storage and Use. The contractor shall follow manufacturer's guidelines and professional recommendations for control of humidity, temperature, cleanliness and material handling relative to storage and use of all hazardous materials (HM). The contractor shall procure, use, handle and store all HM IAW all Federal, State, Local and Air Force laws, policies, regulations and procedures as specified in, but not limited to AFI 32-7086, Hazardous Material Management; AFMC Supplement 1 to AFI 32-7086; WPAFBI 32-7002, Hazardous Material Management; AFI 32-7080, Pollution Prevention Program; AFR 69-9, Storage and Handling of Hazardous Material; AFI 40-201, Managing Radioactive Materials In The US Air Force; and the WPAFB HM Management Plan.

4.6.4 Notification Requirements. The contractor shall submit a WPAFB Form 1414 Contractor Hazardous Material Request to the CO with a copy to 88th Air Base Wing Environmental Management (88 ABW/EM) HAZMAT Cell within 15 days of award, which lists the materials and corresponding Material Safety Data Sheet (MSDS) for each HM product to be used for this contract. Information regarding any additional HM items identified after the start of performance of this contract shall be submitted on a WPAFB Form 1414 by the contractor with corresponding MSDS to the CO and a copy to the 88 ABW/EM HazMat Cell prior to bringing the HM onto WPAFB. The contractor shall obtain prior written approval from the AFRL Unit Environmental Coordinator (UEC) and the HazMat Cell before any container of HM is brought into the AFRL at WPAFB. Additionally, the contractor must report within 24 hours in writing to the AFRL UEC when a HM container is empty and/or removed from AFRL facilities.

4.6.5 Hazardous Material Purchases. The contractor shall route and coordinate all customer requests for the purchase and use of hazardous materials/supplies through the AFRL UEC to the

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88th ABW/EM HazMat Cell. The contractor shall follow the provisions of the AFRL HazMat Acquisition Procedures. No HM shall be purchased or stored on WPAFB without prior written approval of the HazMat Cell IAW the most recent edition of the WPAFB HM Management Plan including all policy statements contained therein.

4.6.6 Environmental Coordinator (EC). The contractor shall appoint and identify to the CO within 15 days after the start of the operational performance period an EC and an alternate. Updates shall be provided upon changes. The EC serves as the environmental coordinator to manage all hazardous waste (HW) and HM activities performed by the contractor. The EC shall serve as the liaison to the AFRL UEC and 88th Environmental Management Office for issues concerning the management of HW/HM. The EC shall attend the installation Hazardous Substance Steering Committee (HSSC) to provide feedback from the meeting and implement any changes introduced. The EC shall also participate in quarterly Hazardous Waste Site Inspection Team (HWSIT) audits upon request.

4.6.7 Issue Point (IP). The contractor shall establish through the 88 ABW/EM HazMat Cell a centralized location to receive, store, transfer and issue hazardous materials in accordance with WPAFBI 32-7002, Hazardous Material Management, and the most recent edition of the WPAFB HM Management Plan (HMMP). The contractor shall furnish all equipment necessary to manage HM in accordance with the WPAFB HMMP. This equipment includes but is not limited to approved chemical security cabinets, locks, secondary containment, spill response equipment, fire extinguishers, personal protective equipment, computer equipment, etc., to securely manage HM at the IP.

4.6.8 Issue Point Manager (IPM). The contractor shall identify in writing within 15 days of contract award one individual (the IPM) and one alternate to manage the IP. This information will be provided to the CO with a copy to the 88th ABW/EM. The IPM is responsible for the management of the Integrated Material Management System (IMMS) [or Depot Maintenance - Hazardous Material Management System (DM-HMMS) if required] and any other databases which might be utilized to control HM/HW. The IPM must ensure all HM items are labeled, stored and managed in accordance with OSHA Standards, AFRL Procedures and the WPAFB HMMP.

4.6.9 Training. The contractor-appointed EC/alternate, IPM/alternate shall attend the Installation HM Management Course presented by 88th ABW/EM HazMat Cell within 90 days after the start of the operational performance period.



4.6.10 Hazardous, Toxic, or Special Waste Disposal. The contractor shall manage all hazardous, toxic or special wastes which cannot be disposed of as solid waste in a "Subtitle D" landfill in accordance with all Federal, State, local and Air Force environmental laws, policies, regulations and procedures as specified in, but not limited to: 40 Code of Federal Regulations (CFR) Parts 260 through 268; 40 CFR Part 761; 40 CFR Part 279; 49 CFR Parts 170 through 177; Ohio Administrative Code (OAC) 3745-50 through 3745-58; AFI 32-7042, Solid and Hazardous Waste Management and Compliance; AFMC Standard Hazardous Waste Operating Procedures; WPAFBI 32-7001, Wright-Patterson Air Force Base Hazardous Waste Management, including all policy statements contained therein.

4.6.11 Waste Streams. The contractor shall report all new waste streams, any changes to existing waste streams, and any process changes that could affect the characteristics of the wastes being generated immediately to the AFRL UEC and the 88 ABW/EMC in accordance with the WPAFB HW Management Plan. This shall also include any process changes that could affect the characteristics of the wastes being generated in order to determine whether a specific waste is hazardous. The HW generating site supervisor must ensure that all waste streams are reported directly to EM and the appointed EC. The 88 ABW/EM will follow the installation Waste Analysis Plan (WAP) to characterize the waste to determine the proper waste disposal procedures.

4.6.12 Initial Accumulation Point (IAP) Management. The contractor shall establish and manage all necessary IAPs for the temporary storage of hazardous and other regulated wastes in accordance with 40 CFR 262 and WPAFBI 32-7001. An IAP is defined as a collection point at or near the point of generation where a waste is initially accumulated. A maximum of 55 gallons of hazardous waste and/or one quart of acutely hazardous waste may be stored in an IAP at any one time. The contractor shall furnish all containers, labels, locks, security measures, approved chemical storage cabinets, secondary containment, spill response equipment, fire extinguishers, personnel protective equipment, computer equipment and other materials necessary to properly maintain the IAP(s) as defined in the WPAFB HW Management Plan. The contractor shall appoint a primary and alternate manager for each IAP in writing to the CO and 88 ABW/EMC. The contractor shall contact the AFRL UEC and 88 ABW/EMC to obtain a WPAFB Hazardous Waste Storage Permit for each IAP. These sites shall be managed IAW the base Hazardous Waste Management Plan and the AFMC Standard Operating Procedures applicable to IAPs. The contractor-appointed IAP manager(s) shall properly complete and maintain all required documentation associated with the management of the IAP. This documentation includes, but is not limited to: container labeling, material safety data sheets (MSDS), waste profile sheets, computer based tracking system, Container Tracking Logs, Weekly Inspection Logs, Site-Specific Spill Plans, training certificates and Hazardous Waste Pick-up Forms.

4.6.13 Training. The contractor appointed UEC/alternate, IAP manager/alternate and direct supervisors of the aforementioned individuals shall attend the installation Hazardous Waste Management Training Course conducted by 88 ABW/EM within 90 days after the start of the operational performance period and shall complete the annual training requirements as scheduled by 88<sup>th</sup> ABW/EM.

4.6.14 Hazardous Waste Turn-In. The contractor shall properly complete a Hazardous Waste Pick-up Form in accordance with the WPAFBI 32-7001 for each container of hazardous waste/special waste when the waste container is ready for pick-up. This form shall be signed by the contractor appointed EC, coordinated by the UEC, and forwarded to 88 ABW/EMY. This form must be accompanied by an MSDS or completed waste profile.

4.6.15 Hazardous Waste Recycling. Any hazardous waste that is being offered for recycling (i.e. batteries, Safety Kleen solvent waste being sent for recycling or wipers being sent for laundering) may be handled outside of the normal EM/Defense Reutilization Marketing Office (DRMO) turn-in channels. The contractor shall obtain approval in writing from 88 ABW/EM prior to commencing any such operations. Any required Uniform Hazardous Waste Manifests and other accompanying documentation associated with the shipment of these wastes shall be signed by a representative of 88 ABW/EM.

4.6.16 Used Oil and Waste Liquid Petroleum Products (WLPP). The contractor shall manage all Used Oil and WLPP in accordance with the 88 ABW/EM Used Oil and Waste Liquid Petroleum Management Policy.

4.6.17 Mercury-Containing Light Bulbs. The contractor shall manage all spent mercury-containing light bulbs in accordance with the 88 ABW/EM Spent Mercury-Containing Lamp Management Policy and the most recent version of Base Specification Section 02083D, Removal of Mercury Containing Lamps.

4.6.18 Polychlorinated Biphenyl (PCB) Fluorescent Light Ballasts. The contractor shall manage all PCB fluorescent light ballasts in accordance with the most recent version of Base Specification Section 02083C, Removal of Lighting Ballasts and Small Capacitors Containing PCB.

4.6.19 PCB Containing Items. The contractor shall manage all PCB and PCB-contaminated items in accordance with the most recent version of Base Specification Section 02083, Removal of PCB and PCB-Contaminated Transformers and Other PCB Items.

4.6.20 Solid Waste Disposal and Recycling. The contractor shall manage all solid, or special wastes which can or can not be disposed of as solid waste in a "Subtitle D" landfill in accordance with all Federal, State, local and Air Force environmental laws, policies, regulations and procedures as specified in, but not limited to: 40 CFR Part 240-259; OAC 3745; AFI 32-7080, Pollution Prevention Plan; Executive Order 12873, 20 Oct 93; Policy for DoD Recycling, 28 Sep 93; AFMC Qualified Recycling Program Guidance; and the WPAFB Qualified Recycling Plan. The contractor shall monitor all solid waste to insure that it contains no regulated medical waste or hazardous waste. The contractor shall monitor all solid waste to insure that all recyclables are removed and recovered for pick-up by SVR (mixed office paper, computer paper, plastics, cardboard, newspaper, metals, tires and aluminum cans). The custodial contractor is responsible for the removal of all paper collected for the "I Recycle" Program from "centralized collections" areas inside the building to appropriate designated locations outside the bldg. (Outside containers will be provided by SVR for high output areas only.) The contractor must contact SVR for recyclable material removal when recycling containers are full.

4.6.21 Wastewater/Stormwater. The contractor shall comply with the Federal Water Pollution Control Act, commonly known as the Clean Water Act (CWA), as amended. In addition, fully comply with all applicable federal, state, local, Air Force, and WPAFB regulations.

4.6.22 Air Quality. The contractor shall comply with the Clean Air Act, as amended. In addition, the contractor shall comply with all terms and conditions for any Ohio Environmental Protection Agency (OEPA) permits issued for emission sources at facilities supported by this effort. The contractor shall submit any required record keeping logs quarterly to the QAP and to the base Air Quality Program Manager, 88<sup>th</sup> ABW/EMY, in the appropriate format.

4.6.23 Natural Resources Program. The contractor shall comply with federal and state regulations and requirements pertaining to Natural Resources Programs and 7 USC 136, et. seq., Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA).

4.6.24 Environmental Impact Analysis Process (EIAP). The contractor shall comply with AFI 32-7061, Environmental Impact Analysis Process. If the proposed action falls under the EIAP process, the contractor shall submit the completed AF Form 813, Request for Environmental Assessment, to 88<sup>th</sup> ABW/EMC through the QAP and Function Manager at least 30 days prior to implementation of any project design or at least 30 days from the anticipated start date of the proposed action. The contractor shall include complete project details and a point of contact for the project on the AF Form 813.

4.6.25 Environmental Control Information. The contractor may obtain information concerning environmental controls at Wright-Patterson Air Force Base at <http://www.abwem.wpafb.af.mil/em/>. This is the official source for WPAFB.

#### 4.6.26 Technical Definitions

4.6.26.1 Hazardous Material (HM). Any substance or material, in any quantity or form that has the potential to harm human health or the environment. HM includes materials that are physical hazards. The materials listed as hazardous in Superfund Amendments and Reauthorization Act

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(SARA), Title 313d, and subsequently all products containing these materials as constituents in percentages above safe levels as determined by the Environmental Protection Agency (EPA) and Occupational Safety and Health Administration (OSHA) studies. Specific hazardous substances definitions may be found in OSHA 29 CFR 1910.1200, 29 CFR 1910.100, Subpart 7, Toxic and Hazardous Substances; EPA 40 CFR Chapter 1, Table 302.4, Section 261.33, Section 302 of SARA Title III; the EPA List of Lists and the Department of Transportation 49 CFR Section 172.101, Hazardous Material Table. Hazardous Material stock class numbers and their definitions can be found by using Federal Standard 313 C, Table I and II in lieu of specific information.

4.6.26.2 Hazardous Waste (HW). Wastes which are listed by chemical name in 40 CFR 261 Subpart D, and/or exhibit one or more of the characteristics described in 40 CFR 161 Subpart C.

4.6.26.3 Special Waste. A waste as defined by 40 CFR part 240.101 (Z). A non-hazardous solid waste requiring handling other than that normally used for municipal solid waste.

4.6.26.4 Initial Accumulation Point (IAP). A collection point at or near the point of generation where HW is initially accumulated. A maximum of 55 gallons of HW and/or one quart of acutely HW may be stored in an IAP at any one time.

#### **4.7 Safety Requirements**

The contractor shall conform to the safety requirements contained in the contract for all activities related to the accomplishment of the work. The contractor shall be responsible for identifying those job classifications requiring protective equipment in accordance with OSHA and Air Force Occupational Safety and Health (AFOSH) standards. The contractor shall develop and provide to the CO at the start of the orientation period or the start of the first operational performance period (if there is no orientation period) a safety plan for the protection of government facilities and property and to provide a safe work environment for contractor personnel. The contractor shall provide protection to government property to prevent damage during the period of time the property is under the control or in possession of the contractor. The contractor shall include a clause in all subcontracts to require subcontractors to comply with the safety provisions of this contract. The contractor shall record and report promptly (within one hour) to the CO or designated GR, all available facts relating to each instance of damage to government property or injury to either contractor or government personnel. In the event of an accident/mishap, the contractor shall take reasonable and prudent action to establish control of the accident/mishap scene, prevent further damage to persons or property, and preserve evidence until released by the accident/mishap investigative authority through the CO. If the government elects to conduct an investigation of the accident/mishap, the contractor shall cooperate fully and assist government personnel in the conduct of investigation until the investigation is completed. The contractor shall include a clause in each applicable subcontract requiring the subcontractor's cooperation and assistance in accident/mishap reporting and investigation. The contractor shall comply with safety provisions listed in the technical publications within the Statement of Work. The contractor shall provide training in the use and enforce the use of required personal protective equipment including, but not limited to, hearing protection, respirators, steel-toed footwear, and safety glasses/shields. The contractor shall develop and establish an industrial hygiene program

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consistent with OSHA requirements as specified in 29 CFR. The contractor will submit the program to the CO for acceptance prior to the start of the contract. Take such additional immediate precautions as the contracting officer may reasonably require for safety and mishap prevention purposes. (CDRL A005)

#### **4.8 Orientation Period**

To ensure a smooth transition in the change of work effort from the current contract, the contractor shall begin the orientation as required in the contract. The purpose of this orientation is to:

- (1) Observe work accomplished by current employees.
- (2) Become thoroughly familiar with work requirements and work procedures.
- (3) Complete personnel requirements (work force) including the hiring of personnel to assure satisfactory performance beginning on the contract start date. Soliciting personnel for employment during their duty hours is prohibited, unless interview arrangements are made through the contracting and personnel offices at this installation.
- (4) Obtain security clearances, if required.
- (5) Complete training requirements and accomplish necessary training of contractor employees.
- (6) Complete the development of necessary work plans/procedures.
- (7) Complete the development of quality control plans and procedures.
- (8) Become thoroughly familiar with the computation method for withholding payments resulting from deficiencies exceeding the number allowed by the SOW.

The contractor shall include this orientation period in the phase-in schedule presented to the government. The contractor will be allowed access to the facilities to familiarize supervisors, key personnel and staff with equipment, reporting, work scheduling and procedures. However, such access will not interfere with the production efforts of current contract personnel. To preclude such interference, arrangements for access to the government facilities will be made with the Contracting Officer. Access will be limited to the following categories of personnel:

- (1) Contractor supervisory and clerical personnel.
- (2) Contractor equivalent of a government supply clerk.
- (3) Contractor foreman level personnel will be permitted access to observe operations, work flow, priorities, scheduling, equipment handling, storage, parts, safety, security.

#### **4.9 Phase Out Period**

If there is a change in contractor or if the operation reverts to in-house, the incumbent contractor shall provide familiarization to the government or the follow-on contractor, whichever the case may be. During the phase-out familiarization period, the incumbent shall be fully responsible for operation of and maintenance of equipment specified in the SOW. The incumbent contractor and a GR shall perform a joint inventory of Government-Furnished Equipment not later than 60 calendar days prior to the completion of the contract period. The contractor shall return a like inventory of Government-Furnished Materials to the Government in the quantities originally furnished. The Government will verify this inventory not later than 10 calendar days prior to completion of the contract period. The government reserves the right to conduct site visits in all contractor operated facilities in conjunction with the solicitation of offers for the follow-on

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contract. In the event the follow-on contract is awarded to other than the incumbent, the incumbent contractor shall cooperate to the extent required to permit an orderly change over to the successful contractor. With regard to the successor contractor's access to incumbent employees, a recruitment notice may be placed in each facility.

#### **4.10 Maps and Work Area Layouts**

Available to contractor upon request.

APPENDIX A  
AFRL BUILDINGS

2004B	20156
20018	20167
20018A	20190
20018B	20197
20018C	20248
20018D	20250
20018E	20252
20018G	20253
20018H	20352
20020	20434
20020A	20435
20021	20440
20022B	20441
20024A	20450
20024B	20451
20024C	20455
20025A	20456
20025B	20458
20025C	20461
20025D	20462
20026	20490
20027	20618
20029	20619
20033	20620
20045	20622
20062	20651
20065	20652
20068	20653
20071	20654
20071A	20655
20071B	20656
20071D	20657
20073	20824
20092	20837
20145	20838
20146	

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APPENDIX B  
REQUIRED REPORTS

Data Item Number	Report Title
A001	FUNDS AND MAN/HOUR EXPENDITURE
A002	CONTRACT FUNDS STATUS REPORT (CFSR)
A003	TECHNICAL REPORT (CONTRACTOR'S BILLING VOUCHER)
A004	TECHNICAL REPORT (OPERATIONAL PLAN)
A005	TECHNICAL REPORT (SAFETY PLAN)

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Form Approved  
OMB No. 0704-0188

G. PREPARED BY GEORGE MOORE DET 1 AFRL/WSC, (937)255-1404	H. DATE 08-MAR-04	I. APPROVED BY <i>Geo Moore</i>	J. DATE 08-04-04
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18. ESTIMATED  
TOTAL PRICE

# CONTRACT DATA REQUIREMENTS LIST (1 Data Item)

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0001		B. EXHIBIT A		C. CATEGORY: N/A REF: DOD 5010.12-M TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM TBD		E. CONTRACT/PR NO. FA8601-04-D-TBD		F. CONTRACTOR TBD			
1. DATA ITEM NO. A002		2. TITLE OF DATA ITEM FUNDS AND MAN-HOUR EXPENDITURE REPORT		3. SUBTITLE			
4. AUTHORITY (Data Acquisition Document No.) DI-FNCL-80331/T		5. CONTRACT REFERENCE AF SOW, PARA 1.3.1, 1.3.3		6. REQUIRING OFFICE DET 1 AFRL/WSC			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED B	10. FREQUENCY MTHLY	12. DATE OF FIRST SUBMISSION **	14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE *	13. DATE OF SUBSEQUENT SUBMISSION **	a. ADDRESSEE	b. COPIES Draft Final Reg Repro		
16. REMARKS Tailored to allow contractor's format.  Submit via e-mail.  * At the close of the contractor's monthly accounting period.  ** 25 days after Block 11 time.				88 ABW/PKVB	0	1	0
				AFRL/HEF	0	1	0
				AFRL/HEOC	0	1	0
				AFRL/MLF	0	1	0
				AFRL/MLOF	0	1	0
				AFRL/VAF	0	1	0
				AFRL/VAOO	0	1	0
				DCMA/ACO	0	1	0
				DET 1 AFRL/WS	0	1	0
				15. TOTAL			
G. PREPARED BY GEORGE MOORE DET 1 AFRL/WSC, (937)255-1404		H. DATE 08-MAR-04		I. APPROVED BY <i>Dec Moore</i>		J. DATE 8-04-04	

17. PRICE GROUP

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TOTAL PRICE

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17. PRICE GROUP	
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# CONTRACT DATA REQUIREMENTS LIST

(1 Data Item)

Form Approved  
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A. CONTRACT LINE ITEM NO. 0001		B. EXHIBIT A		C. CATEGORY: N/A REF: DOD 5010.12-M TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM TBD		E. CONTRACT/PR NO. FA8601-04-D-TBD		F. CONTRACTOR TBD			
1. DATA ITEM NO. A004	2. TITLE OF DATA ITEM SCIENTIFIC AND TECHNICAL REPORTS			3. SUBTITLE OPERATIONAL PLAN			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711A/T		5. CONTRACT REFERENCE AF SOW, PARA 1.3.3		6. REQUIRING OFFICE DET 1 AFRL/WSC			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED B	10. FREQUENCY 1 TIME	12. DATE OF FIRST SUBMISSION 5 DAC	14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE 2 DAC	13. DATE OF SUBSEQUENT SUBMISSION N/A	a. ADDRESSEE	b. COPIES		
					Draft	Final	
					Reg	Repro	
16. REMARKS Tailored to allow contractor's format.  Submit via email.				DET 1 AFRL/WS	0	1	0
15. TOTAL				0	1	0	
G. PREPARED BY GEORGE MOORE DET 1 AFRL/WSC, (937)255-1404		H. DATE 08-MAR-04		I. APPROVED BY <i>George Moore</i>		J. DATE 08-04-04	

17. PRICE GROUP

18. ESTIMATED  
TOTAL PRICE

# CONTRACT DATA REQUIREMENTS LIST (1 Data Item)

Form Approved  
OMB No. 0704-0188

Public reporting burden for this collection of information is estimated to average 110 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to Department of Defense, Washington Headquarters Services, Directorate for Information Operations and Reports, 1215 Jefferson Davis Highway, Suite 1204, Arlington, VA 22202-4302, and to the Office of Management and Budget, Paperwork Reduction Project (0704-0188), Washington, DC 20503. Please DO NOT RETURN your form to either of these addresses. Send completed form to the Government Issuing Contracting Officer for the Contract/PR No. listed in Block E.

A. CONTRACT LINE ITEM NO. 0001		B. EXHIBIT A		C. CATEGORY: N/A REF: DOD 5010.12-M TDP _____ TM _____ OTHER _____			
D. SYSTEM/ITEM TBD		E. CONTRACT/PR NO. FA8601-04-D-TBD		F. CONTRACTOR TBD			
1. DATA ITEM NO. A005		2. TITLE OF DATA ITEM SCIENTIFIC AND TECHNICAL REPORTS		3. SUBTITLE Safety Report			
4. AUTHORITY (Data Acquisition Document No.) DI-MISC-80711A/T		5. CONTRACT REFERENCE AF SOW, PARA 4.1; 4.7		6. REQUIRING OFFICE DET 1 AFRL/WSC			
7. DD 250 REQ LT	9. DIST STATEMENT REQUIRED B	10. FREQUENCY 1TIME	12. DATE OF FIRST SUBMISSION 5DAC	14. DISTRIBUTION			
8. APP CODE N/A		11. AS OF DATE 2DAC	13. DATE OF SUBSEQUENT SUBMISSION N/A	a. ADDRESSEE	b. COPIES Draft Final Reg Repro		
16. REMARKS Tailored to allow contractor's format, and Block 10 is clarified so that distribution to DTIC shall only be through Air Force distribution channels.  Submit via email.				DET 1 AFRL/WS	0	1	0
				15. TOTAL			
G. PREPARED BY GEORGE MOORE DET 1 AFRL/WSC, (937)255-1404		H. DATE 08-MAR-04		I. APPROVED BY <i>Geor Moore</i>		J. DATE 8-04-04	

17. PRICE GROUP
18. ESTIMATED TOTAL PRICE

# INSTRUCTIONS FOR COMPLETING DD FORM 142

(See DoD 5010.12-M for detailed instructions.)

## FOR GOVERNMENT PERSONNEL

- Item A. Self-explanatory.
- Item B. Self-explanatory.
- Item C. Mark (X) appropriate category: TDP - Technical Data Package; TM - Technical Manual; Other - other category of data, such as "Provisioning," "Configuration Management", etc.
- Item D. Enter name of system/item being acquired that data will support.
- Item E. Self-explanatory (to be filled in after contract award).
- Item F. Self-explanatory (to be filled in after contract award).
- Item G. Signature of preparer of CDRL.
- Item H. Date CDRL was prepared.
- Item I. Signature of CDRL approval authority.
- Item J. Date CDRL was approved.
- 
- Item 1. See DoD FAR Supplement Subpart 4.71 for proper numbering.
- Item 2. Enter title as it appears on data acquisition document cited in Item 4.
- Item 3. Enter subtitle of data item for further definition of data item (optional entry).
- Item 4. Enter Data Item Description (DID) number, military specification number, or military standard number listed in DoD 5010.12-L (AMS DL), or one-time DID number, that defines data content and format requirements.
- Item 5. Enter reference to tasking in contract that generates requirement for the data item (e.g., Statement of Work paragraph number).
- Item 6. Enter technical office responsible for ensuring adequacy of the data item.
- Item 7. Specify requirement for inspection/acceptance of the data item by the Government.
- Item 8. Specify requirement for approval of a draft before preparation of the final data item.
- Item 9. For technical data, specify requirement for contractor to mark the appropriate distribution statement on the data (ref. DoDD 5230.24).
- Item 10. Specify number of times data items are to be delivered.
- Item 11. Specify as-of-data item, when applicable.
- Item 12. Specify when first submittal is required.
- Item 13. Specify when subsequent submittals are required, when applicable.
- Item 14. Enter addressees and number of draft/final copies to be delivered to each addressee. Explain reproducible copies in Item 16.
- Item 15. Enter total number of draft/final copies to be delivered.
- Item 16. Use for additional/clarifying information for Items 1 through 15. Examples are: Tailoring of documents cited in item 4; Clarification of submittal dates in items 12 and 13; Explanation of reproducible copies in Item 14; Desired medium for delivery of the data item.

## FOR THE CONTRACTOR

Item 17. Specify appropriate price group from one of the following groups of effort in developing estimated prices for each data item listed on the DD Form 1423.

a. Group I. Definition - Data which is not otherwise essential to the contractor's performance of the primary contracted effort (production, development, testing, and administration) but which is required by DD Form 1423.

Estimated Price - Costs to be included under Group I are those applicable to preparing and assembling the data item in conformance with Government requirements, and the administration and other expenses related to reproducing and delivering such data items to the Government.

b. Group II. Definition - Data which is essential to the performance of the primary contracted effort but the contractor is required to perform additional work to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, or quality of the data item.

Estimated Price - Costs to be included under Group II are those incurred over and above the cost of the essential data item without conforming to Government requirements, and the administrative and other expenses related to reproducing and delivering such data item to the Government.

c. Group III. Definition - Data which the contractor must develop for his internal use in performance of the primary contracted effort and does not require any substantial change to conform to Government requirements with regard to depth of content, format, frequency of submittal, preparation, control, and quality of the data item.

Estimated Price - Costs to be included under Group III are the administrative and other expenses related to reproducing and delivering such data item to the Government.

d. Group IV. Definition - Data which is developed by the contractor as part of his normal operating procedures and his effort in supplying these data to the Government is minimal.

Estimated Price - Group IV items should normally be shown on the DD Form 1423 at no cost.

Item 18. For each data item, enter an amount equal to that portion of the total price which is estimated to be attributable to the production or development for the Government of that item of data. These estimated data prices shall be developed only from those costs which will be incurred as a direct result of the requirement to supply the data, over and above those costs which would otherwise be incurred in performance of the contract if no data were required. The estimated data prices shall not include any amount for rights of data. The Government's right to use the data shall be governed by the pertinent provisions of the contract.